# ExamSoft Signup & SofTest®® Registration Instructions

## Signing Up with ExamSoft & Installing SofTest

1. Visit your Custom Home Page: www.examsoft.com/cbls

2. Click the "Exam Takers" tab at the bottom of the page

3. Click "New User Signup"

4. Complete the ExamSoft Signup Page (Step 1)

5. Download SofTest (Step 2)

## Qualification Exam & SofTest Registration

1. Place a blank floppy disk into the floppy drive.

2. Double-click the "SofTest - Bar Edition" Desktop icon. Click OK when prompted to take the Qualification Exam (Step 3).

3. All boxes should be pre-filled except for "Applicant ID". Enter your Applicant ID & click "OK." The computer will reboot.

4. After rebooting, you will enter "Secure Mode" for the Qualification Exam. Follow all on-screen instructions to complete this exam.

5. When finished, exit the Qualification Exam by selecting "File," then "Exit," and follow the instructions.

6. You must now register SofTest (Step 4):
    - If your Internet connection is already established (typical on cable or office networks), enter your Applicant ID & password, then click "Register."
    - If your Internet connection is *not* already established (typical on dial up or DSL connections):
        - Click ""OK"" to reboot your computer
        - After rebooting, the SofTest "Complete Registration" window will appear
        - Establish an Internet connection
        - Enter your Applicant ID and password, then click "Register"

## Upon Registration Completion

You should receive a message window, and later an email message, confirming registration. By double-clicking the "SofTest - Bar Edition" icon, you can take a Practice Exam by clicking the "Practice Exam" button.

## Questions

1. There is a list of Frequently Asked Questions (FAQ''s) in the Exam Takers section of the website.

2. To contact technical support, email support@examsoft.com.